

ATI Teas Exam with Proctorio Students Check List

The Testing Center at PPCC is happy to announce that ATI has partnered with Proctorio to deliver the TEAS exam.

How does it work? Proctorio is a remote monitoring platform that uses artificial intelligence and facial detection to monitor the testing session via a webcam, microphone and screen share. Before you make a TEAS appointment, check the ATI's requirements to ensure a successful testing session.

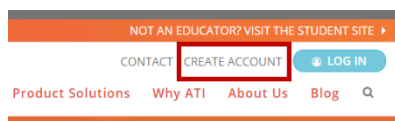
To Get Started with TEAS via Proctorio

1. Check your technical requirements:

- Desktop or laptop computer with the ability to download Google Chrome (NO iPads, tablets, or phones can be used)
- Microphone: any microphone, either internal or external
- Webcam: 320x240 VGA resolution (minimum) internal or external
- The internet speed required is 0.092 – 0.244 Mbps. You can test your internet speed using www.speedtest.net For a detail list of technical requirements visit: <http://www.atitesting.com/technical-requirements>
- Ensure you are using a fully charged laptop or desktop computer
- Install Google Chrome on your device - you **will not** be able to take the proctored assessment with any other browser
- Find a well-lit space and be ready for a room scan prior to beginning your exam

2. Create an ATI student account

- Go to <https://atitesting.com/>



3. Make a TEAS test appointment

- Go to <https://sars.ppcc.edu/esars/> to schedule your TEAS exam using your PPCC S#

4. Before your appointment contact the Cashier office to pay the \$25 PPCC proctor fee

- You may pay with a credit or debit card. Cash and check payments are not accepted at this time
- To pay:
 - A.** Call the Cashier temporary phone number 719-359-9385 Monday-Thursday 8:00am - 5:00pm and Friday 9:00am - 5:00pm. Assistance is not available during lunch hour 12:00pm – 1:00pm
 - B.** You can send an email to Cashier.PPCC@ppcc.edu. In the email include the subject line "Payment for TEAS proctor fee", your full name, your PPCC S#, the amount of payment- \$25, the credit/debit card number, and the expiration date. The cashier does NOT need the 3-digit code on the back
 - C.** You can also call 719-502-2444, leave a voicemail with your full name, the type of exam you are planning to take and the proctor fee. A staff member will call you back within 48 hours to process the payment.
- Once payment is processed, the Cashier office will email the Testing Center a copy of your receipt

5. Appointment Confirmation

- After the Testing Center receives a copy of your receipt, a Testing Specialist will contact you to confirm the appointment and to give you the TEAS assessment code. You will need this code to access the TEAS exam on your exam appointment day. The confirmation email will include:
 - ATI Student Quick Start Guide
 - ATI TEAS Exam with Proctorio FAQ & Troubleshooting Tips
 - How to Pay for TEAS Assessment
- You must review this information before your TEAS appointment

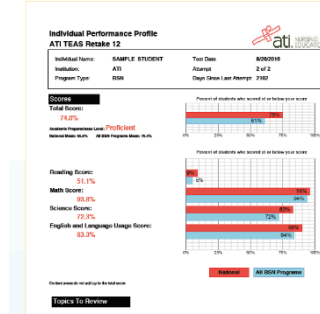
6. At your appointment time

- On the day of your TEAS appointment, follow the instructions on the *ATI Student Quick Start Guide*
- Have a school or government-issued ID card available
- You will be allowed one piece of blank paper to be used during assessment. You will be asked to destroy the paper upon completion of the exam
- Start your exam on time. A PPCC proctor will be monitoring the ATI portal to approve your exam request
- When prompted, entered the TEAS assessment code provided by the proctor in your confirmation email
- Proceed to pay for the TEAS exam following the instructions given
- Continue with the instructions provided on the *ATI Student Quick Start Guide* to start Proctorio
- Your entire exam session will be recorded and reviewed by ATI to ensure test integrity
- Once Proctorio starts recording your exam session you will not have communication with the proctor. If you have questions prior to your appointment, you can email your proctor at Testing.Center@ppcc.edu include in your email the date and time of your appointment and your questions/concerns.
- ***If you experience issues when installing the Proctorio Chrome extension, please contact ATI Support at 1.800.667.7531. If you experience technical issues during your assessment, contact Proctorio directly via the chat option in the Quiz Tools window.***

7. After you are done with the exam

- Download your score report. The report should look like the picture on the right. If you are unable to download it, send an email requesting one to Testing.Center@ppcc.edu.

Appendix A — Sample Score Report



Additional helpful tips:

- For a detail list of technical requirements visit <http://www.atitesting.com/technical-requirements>
- Students with accommodation should send an email to testsecurity@atitesting.com and Testing.center@ppcc.edu before scheduling the TEAS exam.